

REPORT ON SUBSTANTIVE, ADMINISTRATIVE, AND TECHNICAL
STUDY OF THE INTELLIGENCE PERIODICALS INDEX

1. Authority for Study

In connection with the review of Agency publications by OIC to appraise the need for production and publication, GSO has been authorized to undertake studies of the administrative and technical problems involved in producing the various publications with a view to coordinating printing production, determining most suitable methods, and affecting economies wherever possible.

The substantive, administrative, and technical study of the Intelligence Periodicals Index was agreed upon on 13 August 1953 at a meeting of representatives of OIC, OCD, and GSO. OIC was represented by Mr.

25X1A [redacted]; OCD was represented by Dr. James Andrews, AD/CD, Col.
25X1A [redacted] AD/CD, and [redacted] Librarian; General Services Office was represented by [redacted], Chief, Printing Advisory Staff. It was determined that the subject publication would be reviewed cooperatively by OIC and OCD from the substantive standpoint and by GSO and OCD from the administrative and technical standpoint. The study was started on 13 August 1953.

2. Background

The Intelligence Periodicals Index is an index by subject and by area to selected articles and studies contained in a selected number of the intelligence periodicals which are received by the CIA Library. The index is issued monthly and there is also a semiannual cumulation issued twice each year which contains the consolidated listings of the preceding six monthlies. The program was started 1 January 1953. The only present cumulation is that published in July 1953.

The Index is printed by the photo-offset method from copy prepared by the OCD Library. Three hundred copies of each issue are printed and distributed. Printing cost (direct labor and material) averages \$100.00 for the monthly index and \$400.00 for the semiannual cumulation. Approximate annual cost is \$2,000.00. This cost does not include the cost of typing and preparing copy by OCD.

3. Scope of Study

The study covered all operations involved in handling the indexes from the typing and preparation of copy in OCD to the printing and dissemination by the Printing and Reproduction Division. Substantive review included preliminary discussions with selected users to determine the usefulness of the publication and to obtain suggestions for improvement.

4. Findings and Recommendations

It was found that the Intelligence Periodicals Index is a very worthwhile publication and that its value to the Agency and the other IAC

Agencies is entirely commensurate with the cost of preparation and printing. It was also found that this publication presents no particular production problem from the technical printing standpoint.

It was found however that the usefulness of the publication could be improved by certain changes and that some savings could be made in the cost of preparation for printing and in printing.

There follows a listing of specific findings and recommendations pertaining thereto:

Finding No. 1

Several acceptable suggestions have been made in meetings held with users of the index as to substantive changes which will increase its usefulness.

Recommendation No. 1

That OCD and OIC continue to evaluate user reaction to the Intelligence Periodical Index and that OCD initiate those improvements which have been agreed upon as increasing the usefulness of the publications.

Finding No. 2

Both the monthly index and the semiannual cumulation have a printed front cover and a blank back cover of heavy index paper. The books are stapled and are covered with a muslin backstrip. They also have a title page printed on the same paper as the text.

Recommendation No. 2

That the monthly index be printed with a self cover in the place of the present title page and saddle stitched, thereby eliminating the separate cover on index paper. The contents of the monthly indexes are printed in the semiannual cumulations; thereafter the six preceding monthlies become unnecessary for further reference purposes. The self cover recommended will be adequate to withstand the wear for the short length of time the monthly publications will be in use.

While the dollar savings involved in this recommendation are small they are nevertheless considered worthwhile. Annual savings are estimated at \$150.00 including labor and material.

Finding No. 3

On the monthly indexes, page vii, "Key to Abbreviations and Symbols", is printed as an odd page, blank on the back, while page vi is also blank. This arrangement results in two unnecessary blank pages. This page also follows a blank page in the semiannual cumulation.

Recommendation No. 3

That the present page vii be printed as page vi on the back of page v in the monthly index and that this page print on the blank page which precedes it in the semiannual cumulation thereby eliminating two blank pages in each of the publications. This recommendation will result in more economical use of paper.

Finding No. 4

The listings in the indexes are typed twice in preparing the copy for printing. The first typing is on 5" x 3" slips and the second typing is on 5" x 3" cards. The 5" x 3" slips are used for reference purposes while the publication is being printed and are filed with the referenced publication after the index is printed as a ready reference to indicate material from the publication included in the Index. This slip is also marked for justification and is used as copy for the second typing on 5" x 3" cards. This card, with typing justified, is used for making up pages for photographing for printing. While both the slip and card are used, double typing is required to obtain the justified right hand margins.

After the monthly index is printed the 5" x 3" cards are filed for later use in making up the semiannual cumulation.

Recommendation No. 4

That the monthly indexes and semiannual cumulations be printed with unjustified right hand margins. This will eliminate the second typing of each of the listings and will reduce typing time 50 percent. In order to obtain the 5" x 3" slips which are necessary for filing with the referenced publications carbon copies can be made when typing the 5" x 3" cards.

Finding No. 5

CIA Library personnel have developed an ingenious device which greatly facilitates assembling the 5" x 3" cards into pages for photographing for offset printing. While this method can hardly be improved upon there is considerable waste space on each of the printed pages due to allowing too much space between items.

Recommendation No. 5

That less space be allowed between items in the indexes in order to get more printed matter on each page and conserve paper. It is realized that space adjustments are necessary in order to equalize the depth of the columns. However, lessening space between listings rather than increasing it should be the rule in making up pages.

Summary

The substantive and technical study of the Intelligence Periodicals Index and Semiannual Cumulation clearly indicates that this is a worthwhile publication which fully justifies the expense of producing it. Also determined is the fact that the preparation of this publication is an efficient operation which was carefully planned in all details prior to beginning publication. As previously stated no particular production problems are involved.

The recommendations made herein will assure continued cooperative study by OIC and OCD of possible improvements from the substantive standpoint and will reduce preparation and printing costs. Even though overall costs are modest, these recommendations will result in savings of 50 percent of present typing time and about 10 percent of the present annual printing costs.

25X1A

15/ 20 Aug. 53
Chief, Printing Advisory Staff

AD/OIC

Approved for forwarding and discussion

25X1A

15/
for Chief, General Services Office

Concurrences:

25X1A

15/
CIA Librarian

15/ J. M. Andrews
AD/CD

15/ L. K. White
Acting Deputy Director (Administration)